



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HEIDELBERG
UNIT 29237
APO AE 09102-9237

IMEU-HEI-RMB

11 November 2005

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: United States Army Garrison Heidelberg (USAG Heidelberg) Policy
Memorandum # 33, Program Budget Advisory Committee (PBAC)**

1. Reference DFAS-IN-37-1, Finance and Accounting Policy Implementation.
2. This memorandum establishes command policy defining the composition, mission, and operating procedures for the USAG Heidelberg Program Budget Advisory Committee (PBAC).
3. Procedures: The PBAC is a USAG Heidelberg staff committee which reviews and makes recommendations to the issues related to Planning, Programming, Budget and Execution System (PBBES).
 - a. The Director of Resource Management (DRM) serves as the Financial Management Advisor to the USAG Heidelberg Commander, the USAG Heidelberg and subordinate Garrisons.
 - b. The DRM will coordinate the USAG Heidelberg PBAC agenda, develop read-ahead packages depicting current status of funds by USAG and Program Director (PAD), and will provide minutes of the PBAC meetings to PBAC members. DRM will present program execution inconsistencies and recommend courses of action to the USAG Heidelberg PBAC.
 - c. Designated staff members are assigned program budget responsibilities.
4. PBAC membership consists of the following: Director of Public Works (DPW); Directorate of Emergency Services (DES); Director of Community Activities (DCA); Chaplain; Director of Plans Training, Mobilization, and Security (DPTMS); Director of Logistics (DOL) and DRM as voting members, the USAG Heidelberg Chief of Staff and subordinate USAG Executive Officers (XOs) as non-voting members.
5. The Deputy Garrison Commander (DGC) will chair PBAC meetings.

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a. The designated staff members will consolidate impacts and trade-offs for the subordinate Garrisons and the USAG Heidelberg. They will present a command position on issues related to assigned programs.

b. Members will appoint alternates to act in their absence. They will have full authority to participate in the decision process.

c. Representatives from all USAG Heidelberg level activities are encouraged to attend PBAC meetings to justify unusual or critical requirements.

d. The Chief, DRM Budget Division or designated representative is responsible for recording PBAC meetings.

6. Responsibilities: The PBAC will:

a. Hold meetings as necessary, at the request of members or at the direction of the commander. Meetings will normally be scheduled at least quarterly.

b. Interpret and modify planning, programming, budgeting and manpower guidance.

c. Develop a coordinated USAG Heidelberg staff position of major resource issues, recommend action, alternatives and trade-offs to the chair.

d. Review and provide recommendations during development of the USAG Heidelberg Command Budget, Obligation Plans, Integrated Priority Lists, and related resource management documents.

e. Review status of Budget Execution for deviations from the USAG Heidelberg budget and obligation plan, and recommend program adjustments and reallocation of resources.

f. Present, defend and prioritize unresourced requirements URR's, which will be submitted for DRM prior to PBAC in the format required at that time.

g. Submit PBAC minutes, recommendations, and prioritized URR's to the USAG Heidelberg Commander for approval.

7. The Heidelberg Garrison Commander (GC) will convene a select committee (SELCOM) with the subordinate Garrison Commanders and the USAG Heidelberg Chief of Staff to finalize and approve the PBAC recommendations. USAG Heidelberg DGC will be a non-voting SELCOM member. USAG Heidelberg Garrison staff members, whose

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programs are materially affected by the PBAC recommendations, may be invited to advise the Commander or the SELCOM in the approval process.

8. The Proponent for this memorandum is the USAG Heidelberg DRM, DSN 373-1410.

/s/

WILLIE E. GADDIS

Colonel, AV

Commanding

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